



administrative assistant

Description

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors.

Duties

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information to support research activities

Closing Date

October 31, 2025

Categories

Business, Finance and Administration

Employer

Regent 200 enterprises

Location

Assiniboine South

Address

1615 regent ave Winnipeg
- MB, R2C5C6

Job Type

Full-time

Education Level

College

Wage

\$22.00 - \$25.00

- May supervise and train office staff in procedures and in use of current software
- May organize conferences.

Email

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